

**BY ORDER OF THE COMMANDER  
AIR FORCE INTELLIGENCE  
SURVEILLANCE AND  
RECONNAISSANCE AGENCY**



**AIR FORCE ISR AGENCY INSTRUCTION  
14-121**

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**480TH ISR WING  
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***Intelligence***

**GEOSPATIAL INTELLIGENCE  
EXPLOITATION AND DISSEMINATION  
QUALITY CONTROL PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 14-1, *Air Force Intelligence Planning and Operations*, 1 June 1999. This instruction establishes oversight responsibilities for the Air Force Intelligence Surveillance and Reconnaissance Agency's (AF ISR Agency) national and tactical GEOINT exploitation and dissemination. It establishes AF ISR Agency compliance with the Director of National Intelligence's analytical and intelligence publication standards as articulated in Intelligence Community Directive (ICD) 203 Analytic Standards and ICD 206 Sourcing Requirements for Disseminated Analytic Products. Aligns national production with the National Geospatial-Intelligence Agency's (NGA) geospatial intelligence (GEOINT) best GEOINT production practices program, and establishes requirements and standards for tactical GEOINT exploitation and dissemination. It applies to NASIC and the 480 ISRW. Since this instruction provides only general guidance, supplemental operating procedures are required to be

published and maintained by units having a GEOINT production, exploitation and dissemination mission to meet the requirements and conditions of this instruction. When written, you must forward one copy of each supplement or operating instruction (OI) to HQ AF ISR Agency/A300. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command." Maintain records created as a result of prescribed processes IAW AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) as found on the AF Portal at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required.

**(480 ISRW)** Air Force ISR Agency Instruction 14-121, *Geospatial Intelligence Exploitation and Dissemination Quality Control Program Management*, is supplemented as follows. This supplement applies to all 480 ISR WG staff offices and 480 ISR Wing-subordinate units conducting national or theater GEOINT operations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendations for Change of Publication*; route AF FM 847s through the appropriate chain of command. Unless otherwise specified in this instruction, 480 ISR WG/CC is the waiver authority for this instruction. Request waivers through the appropriate chain of command to 480 ISR WG/CC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required.

## **SUMMARY OF CHANGES**

**(480 ISRW)** This document has been substantially revised and must be completely reviewed. Major changes include new guidelines clarifying requirements for the Wing, Group, and Squadron level Quality Control Program Manager, as well as revise the wing GEOINT Product Quality Control Status and Trends Analysis Report template. The updated Wing GEOINT Quality Control Report now includes moved Total Products Released as a subcategory of Number of Products Issued and a subcategory for Total Number of Products with No Errors was added as a subcategory of Post-Release of Product.

**1. GEOINT Production:** For the purpose of this instruction, the term production refers to all processes, to include the exploitation and dissemination of GEOINT products. GEOINT collection activities encompass all aspects of: literal, infrared (IR), synthetic aperture radar (SAR) imagery, and Overhead Persistent Infrared (OPIR) capabilities. The terms imagery intelligence and advanced geospatial intelligence are encompassed within this definition of GEOINT regardless of the source. GEOINT includes the exploitation and analysis of electro-optical, infrared, radar imagery, spectral, laser, IR, radiometric, SAR phase history, and Polari metric data. It employs all ancillary data, signature information, and fused data products as necessary. An effective exploitation and dissemination management program should facilitate prompt recognition, rapid analysis and timely dissemination of intelligence that consistently and accurately supports customer needs. Products issued must meet the highest standards in all

aspects—timeliness, format, and content. While post-release quality control will continue to be an important part of exploitation and dissemination programs, each program will emphasize a stringent, multilayered, pre-release quality control process.

## **2. Program Oversight Responsibilities:**

### **2.1. HQ AF ISR Agency/A3 will:**

2.1.1. Designate the Current Operations Branch, A3OO, as the Office of Primary Responsibility for overseeing GEOINT Quality Control Programs throughout the AF ISR Agency.

### **2.2. A3OO will:**

2.2.1. Maintain overall responsibility for Center/Wing GEOINT Product Quality Control programs.

2.2.2. Maintain overall responsibility for subordinate units' compliance with Intelligence Community analytical, production and dissemination standards.

2.2.3. Approve all waivers to this operating instruction.

2.2.4. Review this instruction annually and revise/update as required.

2.2.5. Act as liaison between HQ AF ISR Agency, HQ USAF, DIA and NGA on quality assurance and quality control policy and requirements issues.

### **2.3. NASIC and 480 ISRW will:**

2.3.1. Appoint in writing, a Wing/Center GEOINT Product Quality Control Program Manager to ensure program effectiveness. Provide a copy of the appointment letter to AF ISR Agency/A3OO within 30 days of appointment.

2.3.1.1. **(Added-480 ISRW)** 480 ISR WG/DO will appoint, in writing, the Wing GEOINT Product Quality Control Program Managers (QCPM). Wing QCPM must at a minimum hold/maintain a current GRE or IMS qualification in CMR status.

2.3.1.1.1. **(Added-480 ISRW)** 480 ISR WG Group Commanders will appoint, in writing, unit GEOINT Product Quality Control Program Managers. Group and Squadron level QCPM must at a minimum hold/maintain a current GRE or IMS qualification in CMR status.

2.3.2. Ensure Quality Control Officials at all levels are appointed in writing, are certified, and maintain their certifications, to produce each product they quality control.

2.3.3. Appoint only the most highly qualified operators to be Quality Control Officials for each product category.

2.3.4. Ensure Quality Control Officials are appointed in sufficient quantity to meet program requirements.

2.3.5. The Wing/Center GEOINT Product Quality Control Program Manager will:

2.3.5.1. Review this instruction annually and recommend revisions/updates to HQ AF ISR Agency/A3OO as required.

2.3.5.2. Publish local instructions to implement this instruction for subordinate units. Send one copy of all supplemental instructions to HQ AF ISR Agency/A3OO no later than 30 days from date of publication or revision.

2.3.5.3. Apprise HQ AF ISR Agency/A3OO of all issues requiring their attention.

2.3.5.4. Maintain a roster of subordinate units' Quality Control Officials and ensure that only the highest caliber operators are appointed as Quality Control Officials.

2.3.5.5. Ensure GEOINT quality control programs, requirements, procedures, and checklists are standardized across their organization.

2.3.5.6. Monitor program effectiveness and provide feedback to all levels to improve the quality control process and the overall production efforts of all analysts.

2.3.5.7. Coordinate operational issues, requirements and procedures; and elevate problems/issues that cannot be resolved at a lower level to HQ AF ISR Agency/A3OO.

2.3.5.8. Perform annual self-assessments using HQ AF ISR Agency Compliance and Standardization Requirements Lists, and locally-created, self-inspection checklists. Request biennial HQ AF ISR Agency staff assistance visits, if needed.

2.3.5.9. Ensure personnel are properly trained and equipped to meet their mission requirements by emphasizing a stringent, multilayered, pre and post-release quality control process for GEOINT products. Recommend personnel for no-notice evaluations to the appropriate Director of Operations with an informational copy to the appropriate Center/Wing Director of Operations.

2.3.5.9.1. **(Added-480 ISRW)** This requirement will be delegated to the Groups and Squadrons. Group and Squadron level QCPM will recommend personnel for no-notice evaluation at their discretion.

2.3.5.10. Send a quarterly Quality Control Status and Trends Analysis Report to HQ AF ISR Agency/A3OO by the 15th day of the month following the close of each calendar quarter. The format and requirements for this report are in [attachment 1](#)

2.3.6. **(Added-480 ISRW)** 480 ISR WG/DOO is the Office of Primary Responsibility (OPR) for the Wing GEOINT Product Quality Control Program.

2.3.6.1. **(Added-480 ISRW)** Unit GEOINT Product QCPM will implement product quality control program in accordance with AFISRAI 14-121, paragraphs 2.3.5.1. through 2.3.5.2. and 2.3.5.5. through 2.3.5.9. However, all issues will be reported to and reports/feedback required forwarded to 480 ISR WG/DOO.

2.3.6.2. **(Added-480 ISRW)** All units will be required to send a monthly Quality Control Status and Trends Analysis Report to Wing OPR by the 5th duty day of the month. The requirements and format for the GEOINT Monthly QC Report can be found on the 480 ISR WG SIPR SharePoint web page: 480 ISR WG SIPR home page, SharePoint Portal, DO, DOO, GEOINT Guidance and Directives, GEOINT QC.

2.3.6.3. **(Added-480 ISRW)** All units will use the scoring sheet to grade post release products Secondary Imagery Dissemination Systems (SIDs) and Initial Phase

Interpretation Reports (IPIRs). The GEOINT products score sheet can be found on the 480 ISR WG SIPR SharePoint web page.

2.3.6.4. **(Added-480 ISRW)** All scoring sheets will be maintained for a minimum of 120 days. They will be stored in softcopy within monthly directories.

2.4. Establish quality control programs with federated partners.

2.4.1. Provide Wing/Center approved quality control checklists for each product type the federated partner produces. If Wing/Center checklists are not utilized by the federated partner, obtain and certify that federated partner checklists meet minimum Wing/Center standards.

2.4.2. Establish procedures to resolve quality control issues with federated partners.

2.5. NASIC and 480 ISRW subordinate GEOINT production organizations will:

2.5.1. Appoint in writing, Product Quality Control Officials in sufficient numbers to ensure a stringent, multilayered, pre and post-release GEOINT quality control program for each type of product issued by that organization.

**2.6. NASIC and 480 ISRW will develop Pre- and Post-Release Product Quality Control Checklists.**

2.6.1. Checklists must be coordinated with the Wing/Center Quality Control Program Manager to ensure standardization across the organization.

2.6.2. Checklists must be designed to identify major and minor product errors. A major error is one that causes the product to be reissued. Major errors may include erroneous classification, inadequate and erroneous information, inaccurate geo location data, or improper distribution.

2.6.3. Checklists will be designed with a numeric point system for each item evaluated. Checklists will be weighted so that any one major error will result in that product failing the quality control check, and an accumulation of minor errors may also result in an overall failure.

**2.7. Quality Control Requirements.**

2.7.1. A pre-release quality control of all products will be performed by a certified Quality Control Official prior to dissemination. This requirement cannot be waived. Focus on the accuracy and presentation of the information, but externals, especially distribution-related items, should also receive careful examination.

2.7.2. The Wing/Center Operations Officer will establish a percentage of all products issued for post-release quality control. This percentage must ensure the effectiveness of the unit's pre-release quality control program and the overall quality of unit production. The percentage of products receiving post-release quality control will be reported in the quarterly status report.

2.7.2.1. **(Added-480 ISRW)** All units will perform a post release quality control check using the scoring sheet on the 480 ISR WG SharePoint for the SID and IPIR. Units will complete this check by assigned targets per 24 hour period; 5% equally across each of the current days mission areas and sensors. This percentage will

ensure the effectiveness of the unit's pre-release quality control checks (IMS and GRE level) and the overall quality of unit production.

2.7.2.2. **(Added-480 ISRW)** All units will perform post release exploitation quality control check by assigned high altitude targets per 24 hour period; 2% equally across each of the current day's mission areas and sensors. This post release exploitation will include "NSTR" targets as well as targets with EEI activity and products created. Targets selected for post release exploitation check will be evaluated/reviewed for accuracy and completeness of callouts and analysis.

2.7.2.2.1. **(Added-480 ISRW)** If it is determined that a target has inaccurate analysis, the GEOINT QCPM will contact the IMS whose initials are on the product to review the callout. If the QCPM and IMS cannot come to a decision on the appropriate call, QCPM brief their DO on the issue.

2.7.2.2.2. **(Added-480 ISRW)** For any targets deemed to have an incorrect call, the target will have a new report created and sent out with the new, corrected analysis. Corrected report will reference the previous report's mission, target, and incorrect call.

2.7.2.2.3. **(Added-480 ISRW)** Results of the post release exploitation check will be sent to the 480 ISR WG via the monthly QC report.

2.7.3. In order to receive a satisfactory rating on any individual product, that product must obtain a quality control rating of 98% error free.

2.7.3.1. The quality control should evaluate the timeliness, accuracy and presentation of the information.

2.7.3.2. The Quality Control Official should ensure the appropriate tools were utilized and all capabilities maximized to satisfy the tasking.

2.7.3.3. Product externals, especially distribution-related items, should receive careful examination.

2.7.3.4. Correct meta data tagging will be evaluated.

2.7.4. The quality control program will include a feedback mechanism to identify and correct poor performance. This mechanism must be outlined in the Wing/Center instruction.

2.8. **Adopted Form.** AF Form 847, *Recommendation for Change of Publication*.

BRADLEY A. HEITHOLD, Maj Gen, USAF  
Commander

**(480 ISRW)**

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**Attachment 1****GEOINT PRODUCT QUALITY CONTROL STATUS AND TRENDS ANALYSIS  
REPORT**

**A1.1. Quality Control statistics results for the quarter of:**

**A1.2. Number of products issued by type:**

**A1.3.** Number of products receiving pre-release quality control and accuracy rate by type of error: Compare number issued and quality control rating by type of error and overall evaluation with last quarter and last year. Identify any trends by types of errors, flights or work centers.

**A1.4.** Number of products receiving post-release quality control evaluation and accuracy rate and by type of error: Compare number issued and quality control rating by type of error and overall evaluation with last quarter and last year. Identify any trends by types of errors, flights or work centers.

**A1.5.** Provide a narrative for all areas that do not meet production standards to include trends identified and corrective actions taken.

**A1.6.** If graphics are utilized, all presentations will have a full narrative description to explain the statistics depicted.

**NOTE:** This report is intended for HQAF ISR Agency internal use only and will be submitted via JWICS due to classification considerations.

**Attachment 2 (Added-480 ISRW)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFISRAI 14-121**, *Geospatial Intelligence Exploitation and Dissemination Quality Control Program Management*, 30 October 2009

***Abbreviations and Acronyms***

**ACES HY**—Airborne Cueing and Exploitation System Hyper-spectral  
**AGI**—Advanced Geospatial Intelligence  
**AOR**—Area of Responsibility  
**ASW**—Associated With  
**CMR**— Combat Mission Ready  
**EI**—Essential Elements of Information  
**FMV**—Full Motion Video  
**GH**—Global Hawk  
**GRE**— Geospatial Reports Editor  
**HSI**—Hyper Spectral Imagery  
**IMS**—Imagery Mission Supervisor  
**IPIR**—Initial Phase Interpretation Report  
**MASINT**—Measurements and Signatures Intelligence  
**NSTR**— Nothing Significant to Report  
**NTM**—National Technical Means  
**OBC**—Optical Bar Camera  
**QCPM**— Quality Control Program Manager  
**SID**—Secondary Imagery Dissemination Systems  
**SPIRITT**—Spectral Infrared Remote Imaging Transition Testbed  
**SYERS**—Senior Year Electro-optical Reconnaissance System